

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:

2. Employee's Present Class Title/Code:

3. Present

Various – 34 Positions

Environmental Compliance Inspector/4292

Salary
or Wage Rate:
\$79,281

4. Reason for Preparing Description:

☒ New Position☐ Change in Existing Position☐ Routine Report of Duties☐ Review for Proper
Allocation

Date Prepared:

11/19/19

5. Location of office or place of work:

2714 Media Center Drive
Los Angeles, CA 90065

6. Name of Department: LA SANITATION AND ENVIRONMENT

Division: LSD Section: CARE (17 Teams) Divisional Reference ID#:

7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name: Vacant

Title: Chief / Senior Environmental Compliance Inspector

8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of you time and then describe the duties that infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

**PERCENT
OF TIME****DUTIES**

- | | |
|-----|---|
| 70% | Enforce ADA requirements of LAMC 56.11 at public right-of-ways throughout the City of Los Angeles, including the Los Angeles River, by keeping public areas clean, sanitary and accessible. Prevent the misappropriation of public areas for personal use and promote public health and safety by ensuring that public areas remain readily accessible for their intended uses. From the hours of 6 A.M. to 9 P.M., enforce the public right-of-way and prevent the set-up of any semi-permanent shelter structures so that ingress and egress are free of obstacles. |
| 10% | Conduct emergency response activities to public health and safety occurring in the public's right of way at all hours. Perform criminal investigations to identify sources of illicit discharges and abandoned chemicals. |
| 10% | Respond to neighborhood issues and concerns as called for in the recently amended LAMC 56.11, and developing strategies for dealing with situations that may arise among unsheltered homes individuals, including those experiencing mental illness and substance abuse disorders. |
| 10% | Perform other assigned projects and/or studies regarding compliance and other applicable administrative duties, including but not limited to generating investigation reports and preparing cases for referral to prosecutors. |

9. How long have the duties been substantially as described above? **Since Created**

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

The Inspector will be exposed to sites that contain hazardous materials or wastes and storm drain discharges of unknown nature or identity.11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work). **N/A**12. Indicate the number of employees supervised by class title. **N/A**

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any of the duties and responsibilities on the other side are not sufficiently or accurately described
Duties and responsibilities are accurately described.
15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
On a daily basis, the Inspector works in the field and is therefore expected to work independently of a supervisor (Senior Environmental Compliance Inspector). There are so many unanticipated and unique incidents that occur in the field that the Inspector is expected to use his best professional judgment, often times without consulting his supervisor.
16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
 (a) Education (include specific matter). Completion of 12 semester or 18 quarter units in biology, chemistry, environmental science or engineering.
 (b) Experience (type and length: list appropriate City classes, if any). At least two years experience in a class at least the level of Laboratory Technician in physical or chemical testing, in wastewater treatment or in explaining or enforcing laws, ordinances and regulations is required.
 A valid California driver's license is required.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<input checked="" type="checkbox"/> Strength to: <input checked="" type="checkbox"/> Lift <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> Pull Average weight <u>25</u> Heaviest weight <u>75</u> <input checked="" type="checkbox"/> Climbing (stairs, ladders, poles) How far <u>20 Feet</u> <input checked="" type="checkbox"/> Face severe working conditions Outdoors <input checked="" type="checkbox"/> on/near water <input type="checkbox"/>	SPECIAL NEED FOR: <input checked="" type="checkbox"/> Vision to read fine print/numbers <input checked="" type="checkbox"/> Hearing, for telephones/alarms <input checked="" type="checkbox"/> Balance, for working heights Other/Explain: _____	EXTENSIVE USE OF: <input checked="" type="checkbox"/> Legs, for walking/standing <input checked="" type="checkbox"/> Hands and fingers <input checked="" type="checkbox"/> Back, for strenuous labor Other Explain: _____	Hours per week
			<u>20</u> <u>30</u> ____

Other/Explain: _____

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.
N/A

18. RESPONSIBILITIES.

- (a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Responsible for interpretation and enforcement of policies, subject to supervision.
- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Responsible care and use of materials, subject to review by supervisor.
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Responsible for care in use of City's equipment, personal protective equipment, and vehicles.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A
 Is position bonded? N/A; amount of bond \$ N/A
- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Daily contact with general public, City personnel, and local, State, & federal governmental agencies.
- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto
Responsible for generating reports and keeping records, including but not limited to investigation reports, photographic evidence, inspection reports, narratives, and chain-of-custody forms.

Signature of the immediate supervisor: _____ Date: _____

Class Title: _____ Extension: _____

Signature of Department Head: _____ Date: _____